

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
HEALTH CARE REFORM OPERATIONS BUREAU
HEALTH CARE REFORM OPERATIONS – SPECIAL PROJECTS UNIT**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES**

INTERMEDIATE TYPIST CLERK

Health Care Reform Operations (HCRO) focuses on expanding health care coverage and enhancing access to health care, including mental health and substance abuse services. HCRO has an opening for a highly motivated, organized and competent individual to fill the full-time position of Intermediate Typist Clerk.

RESPONSIBILITIES:

- ❖ Provides specialized clerical support for the Department's web-based Service Request Tracking System (SRTS).
- ❖ Reviews all SRTS Registration Forms for completeness and accuracy; problem-solves incomplete or inaccurate forms with initiating providers.
- ❖ Assists SRTS Team Members with correcting SRTS records and data clean-up.
- ❖ Maintains the contact list of all SRTS users.
- ❖ Procures and maintains routine and special-order office supplies for unit staff.
- ❖ Other required duties as assigned.

DESIRABLE QUALIFICATIONS:

- ❖ Ability to multi-task and prioritize work assignments.
- ❖ Excellent organizational skills.
- ❖ Strong computer skills with Excel, Word, ACCESS, Outlook, and Power Point.
- ❖ Strong interpersonal, oral and written communication skills.
- ❖ Work well with multidisciplinary team.
- ❖ Ability to work independently and as a team player.

Interested applicants holding the title of Intermediate Typist Clerks are encouraged to email their resume, last two (2) Performance Evaluations and last two (2) years of master time records, no later than **5:00 p.m., November 13, 2015** to:

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